

**Library of Michigan  
LSTA Grant Program  
MODELING THE FUTURE  
APPLICATION  
PACKET**

**Includes:**

- **STEP-BY-STEP INSTRUCTIONS FOR GRANT APPLICATION**
- **GRANT APPLICATION REVIEW SCORE SHEET**
- **GRANT APPLICATION**

## STEP-BY-STEP INSTRUCTIONS FOR GRANT APPLICATION

**\*\*YOU MUST SUBMIT AN INTENT TO FILE FORM BEFORE SUBMITTING AN APPLICATION. Refer to the Grant Program Handbook, Section VI, Application Guidelines or [www.michigan.gov/lsta](http://www.michigan.gov/lsta).**

**\*BEFORE WRITING A PROPOSAL, CAREFULLY REVIEW THE GRANT PROGRAM HANDBOOK, with particular attention to Section II, Grant Program Guidelines and Section VI, Application Guidelines.**

**A. Project Information:** Complete this section in its entirety. Refer to the Library of Michigan LSTA web site at [www.michigan.gov/lsta](http://www.michigan.gov/lsta) for the program fiscal year. The Total Project Cost should equal the value of LSTA Funds Requested plus In-Kind funds. In-Kind funds are not required, but if any are used, we encourage listing them.

**B. Applicant Information:** Complete this section in its entirety. Include the following basic information: applicant library name; type of library (cooperatives, library associations, and organizations typically should check multi-type); URL; library director's name and e-mail; the library's main phone and fax numbers; library address; U.S. Congressional and Michigan Senate and House districts; eligibility checklist; and estimated number of persons to be served by the project. Number served should reflect the number of persons who actually use the services under the project or who will benefit directly from the project services, rather than the library's service population.

**C. Project Administration:** Complete this section in its entirety. Include year-end and contact information for the fiscal agency, fiscal agent, grant administrator, and authorized official. See *Glossary, Appendix B* of the *Grant Program Handbook* for definition of terms.

**D. Project Partners:** Complete this section in its entirety. List all external departments, agencies, or organizations actively collaborating in and contributing to the project. Organizations providing letters of support do not qualify as partners unless they are actively participating in the project by providing staff time or funding.

**E. Project Proposal:** This section is the complete description of all components of the project. Use the headings provided in the order listed. Use no more than 10 pages for this section.

1. Project Overview: **Briefly** outline the project, including the local resources that will be used, such as funding, outreach, or technical support. Describe the collaborative nature of the proposed project and the contributions of each project partner, if applicable.
2. Project Purpose(s): Describe the project goals in detail. Explain how these goals meet the goals of the Library Services and Technology Act in *Appendix C* of the *Grant Program Handbook*.

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3. **Target Population's Need for Project:** Describe how the need for this project was determined. Provide statistical data and demographic information. Describe the current level of service provided to the target population. If the project is technology-related, include a description of the current technology, the technology-related needs and the long-term plan for technology. Describe the impact should the project **not** receive funding. Cite sources of all data used.
4. **Project Objectives and Outcomes:** Describe the objectives and outcomes of the project and clearly relate them to the identified needs. These objectives also will be listed with their associated activities and budgets in section J of the application.
5. **Project Methods and Activities:** List all project activities and the methods to be used in accomplishing them, including promotion to the target population and library stakeholders. If the project is a partnership, include all activities by project partners such as external departments, agencies, or organizations. Letters of support do not necessarily equate active partnership. Partners must actively collaborate in and contribute to the project. Include grant administrative activities including the scalable project manual, the evaluation, and required project reports.
6. **Timeline for Completion of Project:** Include a step-by-step chronological list of all project activities, e.g. "May 2008 – Complete evaluation pre-testing." Include evaluation and partner activities in the timeline.
7. **Evaluation Plan:** Project evaluation is a required activity, critical to assessing the impact of a project. The Institute of Museum and Library Services utilizes Outcome Based Evaluation (OBE), and the use of OBE is strongly encouraged. See *Glossary, Appendix B* of the *Grant Program Handbook* for further definitions. Be aware that OBE evaluation may require pre- and post-testing. Please explain why if OBE is not the evaluation method selected. Indicate how the project will be evaluated and the project's method of evaluation.

The evaluation plan must include:

1. a description of what is to be measured;
  2. data collection methodology;
  3. target benchmarks used to determine success (i.e. quantifiable ways of measuring the impact of the project objectives);
  4. a plan to promote and share evaluation results.
8. **Sustainability:** Describe the plans to continue the project beyond the grant period. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.

**F. through I. are for federal reporting purposes.**

**F. Federal LSTA Principal Purpose:** Identify one principal purpose that the project most closely fits.

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**G. Performance Categories:** Identify up to three performance categories that most closely fit the project's purpose. Rank your selections by marking them 1-3.

**H. Service Descriptors:** Identify up to three primary service descriptors that most closely fit the project. Select up to three secondary service descriptors for the selected primary service descriptors if appropriate.

**I. User Descriptors:** Identify up to three primary user descriptors. Select secondary descriptors for these selections if appropriate.

**J. Project Objectives and Budget:**

**1. Briefly describe the objective(s) of the project.** Include all objectives listed in the proposal. Use a separate page for each objective. Each objective should be measurable and specific.

**2. Describe the activities that will achieve the stated objective** and how they will be implemented. For example, identify types of programs to be provided or library materials to be purchased. Include a description of all activities listed in the project budget section.

**3. Budget for the Objective:** Identify a budget category from the list below and provide supporting calculations. List each budget category under the section for the type of funds used (i.e. LSTA and/or In-Kind). In-Kind refers to staff time, donation of materials, or cash funds provided by the grantee, partners, sponsors or volunteers. Each expense must relate to the project activity. You must list specific details for each budget item. For example, list a printing estimate and design time for a brochure, instead of the more generic description of promotional materials.

*Budget Category Definitions*

**a. Library Materials and Supplies:** Materials and supplies necessary to carry out the grant project. Includes library materials such as books, and office items such as copy paper, letterhead, and postage. Subscriptions for no more than 12 months may extend beyond the grant period if ordered and paid for before the expenditure deadline.

**b. Professional Services and Costs:** Includes consultant fees, professional fees, and staff costs, other than those specifically related to another budget category. Includes travel, meals, and lodging when expended in direct support of project objectives not related to outreach, promotion, technology or training. Professional costs related to promotional activities and outreach, technology, or training should be designated in those budget categories.

**c. Promotion and Outreach:** All costs related to promotion of the project and outreach, including advertising, design fees, printing, publishing, and travel costs. Includes costs of promotional items to make the target population aware of the improved library service.

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d. **Technology:** Costs of technology including hardware, software, supplies, Internet connection charges, and furnishings that are integral to the project. Also includes the costs for consultant fees, delivery, installation, and maintenance of hardware, software, and other technology-related expenses. Maintenance contracts for no more than 12 months may extend beyond the grant period, if ordered and paid for before the expenditure deadline.

e. **Training:** Includes project-related training costs such as wages, professional fees, administrative costs, preparation and printing of training materials and supplies. Includes travel, meals, and lodging when expended in direct support of project's training objectives.

f. **Miscellaneous:** Unusual or hard-to-classify items. Provide specific details for any expenses listed in this category.

g. **The following items are not eligible for reimbursement:** Some types of expenses are not allowable under federal rules, including:

- entertainment;
- food and beverages provided at meetings or open houses;
- advertising not directly related to the LSTA project;
- overhead and indirect costs;
- construction, remodeling, or fixtures;
- sales tax;
- lobbying;
- office and information technology equipment for general use;
- fringe benefits and overtime; and
- professional services under some circumstances.

This list is not comprehensive. If you have any questions about the allowability of a particular cost, contact the LSTA Team at the Library of Michigan before budgeting or expending funds or refer to 2 CFR 225, formerly OMB Circular A-87.

**K. Summary Budget:** List the total budget information from each project objective by budget category and funds type on this page. If no in-kind support is provided, enter a zero. For Total Project Cost, add the LSTA and any In-Kind Fund totals. The LSTA amount listed must be the same as the amount requested in section A. (Project Information).

**L. CIPA Internet Safety Certification for Applicant Library:** Under CIPA (Children's Internet Protection Act), the Library of Michigan must provide certain assurances to IMLS and the federal government. These assurances pertain to the use of LSTA funds for the purchase of computers used to access the Internet or for costs associated with direct access to the Internet. See *Appendix D* of the *Grant Program Handbook* for further information. All applying public, public elementary and public secondary school libraries, and consortia or group applicants must complete and sign the certification statement that concerns its particular library type.

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Signatures must be original signatures; signature stamps and copies of signatures are not acceptable. All lines must be signed, even if the same person holds multiple offices.

**M. Board Resolution Statement of Assurances:** Complete the form to certify that:

1. the applicant has the legal authority to apply for federal funding;
2. the applicant will comply with federal regulations and LSTA grant guidelines;
3. LSTA funds will be used to supplement and not supplant local funding for library service purposes; and
4. all information presented in the LSTA application is truthful. This form also includes required certifications regarding debarment and lobbying.

Signatures must be original signatures; signature stamps and copies of signatures are not acceptable. All lines must be signed, even if the same person holds multiple offices.

**Review the “Checklist for Grant Application” on the first page of the grant application before sending in the completed application package.**

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**GRANT APPLICATION REVIEW SCORE SHEET**  
**LSTA Advisory Council & Peer Review Team**

**General Review of Application – 25 points total**

1. Proposal Relationship to Program Priorities (20 points total) \_\_\_\_\_

Is the project for an innovative library service or program  
Does the project have active partners, if appropriate?  
(If partnership is not appropriate, this question will not be included in the scoring.)  
Does the project include the development of a scalable project manual?

2. Proposal Relationship to Program Guidelines (5 points total) \_\_\_\_\_

How well does the project meet any one of the program guidelines?

- Provides quality services to a targeted clientele, especially the unserved or underserved,
- Promotes library service to diverse populations,
- Develops new models or levels of collaboration among libraries, or
- Provides opportunities for collaboration among libraries and community organizations.

**Review of Application Proposal – 75 points total**

1. Project Overview and Purpose (14 points total) \_\_\_\_\_

Does the project meet the goals of LSTA and the  
Modeling the Future Funding Topics  
Are the project goals well described and sound?  
Does the proposal name and explain local resources that will be used  
(for example, funding, outreach, or technical support)?

2. Project Need (9 points total) \_\_\_\_\_

Is the target population's need for the project well described?  
Is the target population's need for the project compelling?  
Is the project need supported with statistical and demographic data?  
Is the current service level described clearly?  
Is the impact of the project **not** being funded clear?

3. Project Methods and Activities (15 points total) \_\_\_\_\_

Does the proposal list methods and activities appropriate to achieve  
project goals?  
Is the scalable project manual development adequately described?

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Does the proposal clearly articulate the involvement of project partners?  
(If partnership is not appropriate, this question will not be included in the scoring.)  
Does the proposal provide a promotion plan to make the target  
population aware of the improved library service?  
Is there a promotion plan to share results with the library community?

4. Timeline (5 points total) \_\_\_\_\_

Does the timeline include all necessary elements of the project?  
Are the dates appropriate in relation to the overall project timeline?

5. Project Outcomes and Objectives (10 points total) \_\_\_\_\_

Are project outcomes and objectives clearly defined?  
Do project outcomes and objectives clearly relate to the identified needs?

6. Evaluation Plan (10 points total) \_\_\_\_\_

Does the evaluation plan describe how data will be collected,  
including pre-tests if appropriate?  
Are target benchmarks identified?  
Are the target benchmarks valid and reasonable indicators of success?  
Is there a clear plan to share and use the evaluation results?  
Is the evaluation method appropriate to the project?

7. Sustainability (6 points total) \_\_\_\_\_

Does the proposal describe a realistic and clear plan to  
continue the project beyond the grant period?  
Are there clearly described plans for using the project evaluation  
in support of future funding?

8. Budget (6 points total) \_\_\_\_\_

Does the budget provide support for each project objective?  
Is the budget adequate and reasonable to support the project?  
Is the budget accurate?

**Total Review Points (100 possible)** \_\_\_\_\_



**Library of Michigan**

**Modeling the Future  
Grant Program**

**GRANT APPLICATION**

## Library of Michigan Modeling the Future LSTA Grant Application

### Checklist for Grant Application

Before sending the application to the Library of Michigan, please review this checklist to ensure that you have a completed project application.

- ☐ 1. Requested amount is at or above the minimum for program.
- ☐ 2. Application and attachments are legible.
- ☐ 3. Application font size is at least 12 point.
- ☐ 4. Proposal is printed on one side of the paper and pages are numbered consecutively.
- ☐ 5. One (1) paper original, six (6) paper copies and one (1) electronic copy of the proposal in a Microsoft Word compatible document are submitted.  
Budget pages are submitted electronically as an Excel or Excel compatible document.
- ☐ 6. All of the required elements are included and complete:
  - ☐ Project Information
  - ☐ Applicant Information
  - ☐ Project Administration
  - ☐ Project Partners
  - ☐ Project Proposal:
    - ☐ Project Overview
    - ☐ Project Purpose(s)
    - ☐ Target Population's Need
    - ☐ Project Objectives and Outcomes
    - ☐ Project Methods and Activities
    - ☐ Timeline for Completion of Project
    - ☐ Evaluation Plan
    - ☐ Sustainability
  - ☐ Federal LSTA Principal Purpose
  - ☐ Performance Categories
  - ☐ Service Descriptors
  - ☐ User Descriptors
  - ☐ Project Objectives and Budget – Reviewed for accuracy.
  - ☐ Summary Budget – Reviewed for accuracy
- ☐ 7. Proposal includes any additional documentation necessary to demonstrate the reported needs as clearly labeled appendices.
- ☐ 8. CIPA compliance statement is included and signed.
- ☐ 9. Board resolution statement of assurances is included and signed.
- ☐ 10. **Signatures must be original signatures. Date of signing must be included. Signature stamps and copies of signatures are not acceptable.**
- ☐ 11. Application is being sent to arrive, as required, at the Library of Michigan **no later than 5:00 p.m. on December 1st of the given program year. Submission must be in paper with original signatures.**

**Library Services and Technology Act**  
**Modeling the Future GRANT APPLICATION**

See page 2 of this packet for STEP-BY-STEP INSTRUCTIONS FOR GRANT APPLICATION.

**A. PROJECT INFORMATION**

Program Fiscal Year \_\_\_\_\_

Project Title: \_\_\_\_\_

LSTA Funds Requested: \$ \_\_\_\_\_

In-Kind: \$ \_\_\_\_\_

**Total Project Cost:** \$ \_\_\_\_\_

**B. APPLICANT INFORMATION**

Applicant Library Name: \_\_\_\_\_

Type of Library: ☐ Public ☐ School ☐ Academic ☐ Special ☐ Multitype

URL: \_\_\_\_\_

Director: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Street/P.O. Box

City

Zip Code

County

Legislative District Information: (enter a single district representing the physical location of the above named library):

U.S. House of Representatives District: \_\_\_\_\_

MI Senate District: \_\_\_\_\_ MI House of Representatives District: \_\_\_\_\_

- Eligibility Checklist: ☐ Have one or more paid library staff  
(Check all that apply) ☐ Have a regular schedule of library service  
☐ Have a dedicated facility for library purposes  
☐ Have an annual budget with funds reserved for library materials and services  
☐ Have a record of multi-type library cooperation  
☐ If a "public library," be "lawfully established" for purposes of the State Aid to Public Libraries Act and meet all eligibility requirements for receiving state aid.

Estimated Number of Persons Served by the Project: \_\_\_\_\_

(Persons served are those who will attend a program or use a service)

*The original and six copies of the application must be RECEIVED at the  
Library of Michigan no later than 5:00 p.m. on December 1, 2008.  
Library of Michigan, ATTN: LSTA Team, PO Box 30007, Lansing, MI 48909-7507*

### C. PROJECT ADMINISTRATION

Fiscal Agency: \_\_\_\_\_

Fiscal Agency's Year End: \_\_\_\_\_

Fiscal Agent: \_\_\_\_\_  
Name Title

Telephone Fax E-mail

Address: \_\_\_\_\_  
Street/P.O. Box City Zip Code

Grant Administrator: \_\_\_\_\_  
Name Title

Telephone Fax E-mail

Address: \_\_\_\_\_  
Street/P.O. Box City Zip Code

Authorized Official: \_\_\_\_\_  
Name Title

Telephone Fax E-mail

Address: \_\_\_\_\_  
Street/P.O. Box City Zip Code

### D. PROJECT PARTNERS

*List all actively collaborating libraries or agencies. Add additional pages if necessary*

Partner Institution: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/P.O. Box City Zip Code

Partner Institution: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/P.O. Box City Zip Code

## Library of Michigan Modeling the Future LSTA Grant Application

### **E. PROJECT PROPOSAL (Use no more than 10 pages for this section.)**

Each topic must be addressed. Use the headings below in the order listed in a separate document from this application. Please paginate as part of the application. Attach additional material, such as charts, statistics, tables, spreadsheets, or letters of support, etc. as clearly labeled appendices.

#### **Project Overview:**

(Provide a brief overview of the project of no more than ½ page. Describe the collaborative nature of the proposed project if appropriate.)

#### **Project Purpose(s):**

(Describe project goals. Answer the questions: what we do, for whom, to what end. Include how the project meets the goals of the Library Services and Technology Act in *Appendix C* of the *Grant Handbook*.)

#### **Target Population's Need for Project:**

(Describe how the need for this project was determined. Provide statistical and demographic data. Describe the current level of service provided to the target population. If the project is technology-related, include a description of the current technology, technology-related needs and the long-term plan for technology. Describe the impact should the project **not** receive funding. Cite sources of all data used.)

#### **Project Objectives and Outcomes:**

(Describe the objective(s) and outcomes of the project, and clearly relate them to the identified goals and needs in the previous two topics. These objectives also will be listed with their associated activities and budgets in section J of the application.)

#### **Project Methods and Activities:**

(List step-by-step details of the project, including promotion, e.g. how the target population will be made aware of the new or improved library service. Include any collaborative activities of project partners, such as other libraries and/or community agencies. Include grant management activities such as creating the scalable manual, the project evaluation and the required reports.)

#### **Timeline for Completion of Project:**

(List each activity in a step-by-step chronology.)

#### **Evaluation Plan:**

(Describe plans for evaluation of the project. Include a.) what is to be measured, b.) data collection methodology, c.) target benchmarks to determine success (quantifiable ways of measuring the impact of the project objectives) and d.) a plan to share evaluation results. The outcome based evaluation (OBE) method is strongly encouraged. If not using OBE, please explain why.)

#### **Sustainability:**

(Describe the plans to continue the project beyond the grant period. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.)

## F. FEDERAL LSTA PRINCIPAL PURPOSE

Check **one** purpose that applies most closely to the project:

- ☐ Library technology, connectivity and related services
- ☐ Services for lifelong learning and access to information
- ☐ Services to persons having difficulty using libraries

## G. PERFORMANCE CATEGORIES

Established for IMLS' strategic plan, the six performance categories describe the strategic areas on which IMLS grant funds are focused.

Select up to **three** categories; please rank with **1** being the best description.

- \_\_\_\_\_ Enhance a lifetime of learning opportunities (Focus on impacting educational outcomes for members of the community, including school-related educational activities for children.)
- \_\_\_\_\_ Provide access to information, resources and ideas (Focus on promoting public access to information and resources, as well as focusing on equity/parity issues such as improving access for targeted populations.)
- \_\_\_\_\_ Provide tools for the future (Focus on the development of infrastructure, Web sites, and technology training of library staff.)
- \_\_\_\_\_ Strengthen families and children (Focus on intergenerational, family-focused and children's programs, including extra-curricular enrichment programs for children.)
- \_\_\_\_\_ Strengthen communities (Focus on building links among different entities, providing regional collaboration.)
- \_\_\_\_\_ Sustain cultural heritage (Focus on preservation of artifacts of historical or cultural importance.)

## H. SERVICE DESCRIPTORS

Select up to **three** primary service descriptors that most closely fit the project. Select up to **three** secondary service descriptors for the primary service descriptors selected if appropriate.

- ☐ 1. Continuing education for the public
  - ☐ Distance education (includes Web-based training)
  - ☐ Lifelong learning
- ☐ 2. Cultural heritage programs
  - ☐ Local history
  - ☐ Preservation
- ☐ 3. Digitization and digital library projects
  - ☐ Digitization
  - ☐ Digital library projects
- ☐ 4. Economic development
  - ☐ Job and career services
  - ☐ Small business services
- ☐ 5. Education-related services for children and teens
  - ☐ After-school programs
  - ☐ Home schooling
  - ☐ Homework centers
  - ☐ Pre-school programs
  - ☐ Reading development
  - ☐ Reading readiness
  - ☐ Summer reading programs
- ☐ 6. Information access and services
  - ☐ Business information services
  - ☐ Collection development
  - ☐ Community information services
  - ☐ Database access
  - ☐ E-books
  - ☐ Government information services and archives
  - ☐ Health information services
  - ☐ Information and referral (I&R)
  - ☐ Local information
  - ☐ Reference services
  - ☐ Statewide database licensing
- ☐ 7. Institutional library services
  - ☐ Correctional libraries (e.g., jails and detention centers)
  - ☐ Hospital library services (includes-long term care facilities, mental health hospitals, VA hospitals)
  - ☐ Prison library services
- ☐ 8. Intergenerational programs
- ☐ 9. Interlibrary loan
  - ☐ Document and materials delivery
  - ☐ Resource sharing

**H. SERVICE DESCRIPTORS** (continued)

- ☐ 10. Library development
  - ☐ Community and user studies
  - ☐ Marketing and promotion of library services
  - ☐ Strategic planning
- ☐ 11. Literacy programs
  - ☐ Adult literacy
  - ☐ ESL programs
  - ☐ Family literacy
- ☐ 12. Mobile services
  - ☐ Bookmobile services
  - ☐ Cybermobiles
  - ☐ Daycare vans
- ☐ 13. Outreach services
  - ☐ Books-by-mail
  - ☐ Homebound services
  - ☐ Services to ethnic and cultural groups
  - ☐ Special needs services
- ☐ 14. Software and equipment
  - ☐ Adaptive technology
  - ☐ Computers and peripherals
- ☐ 15. Staff development, education and training
  - ☐ Customer services skills
  - ☐ Library science education and skills
  - ☐ Management skills
  - ☐ Technical skills
- ☐ 16. Technology infrastructure
  - ☐ Computer hardware and software
  - ☐ Integrated library systems
  - ☐ Intranets and extranets
  - ☐ LAN/WAN projects
  - ☐ Telecommunications and networking hardware and software
- ☐ 17. Training for the public
  - ☐ Computer training
  - ☐ Database training
  - ☐ Information literacy
  - ☐ Internet training
  - ☐ Technology training
- ☐ 18. Virtual library services
  - ☐ Portals and related Web projects
  - ☐ Virtual reference service
  - ☐ Virtual union catalog



## I. USER DESCRIPTORS

Select up to **three** primary user descriptors for the project.

Select secondary descriptors if appropriate for each primary descriptor selected, with up to **three** for “people with special needs.”

- ☐ Adults
- ☐ Children
  - ☐ Disadvantaged children
- ☐ Institutionalized persons (includes people in correctional, hospital, and penal institutions)
- ☐ Library staff and volunteers
- ☐ Non/limited English speaking persons
- ☐ People with special needs (includes children)
  - ☐ Blind and visually impaired persons
  - ☐ Deaf and hearing-impaired persons
  - ☐ Developmentally disabled
  - ☐ Homebound persons
- ☐ Pre-school children
- ☐ Public library trustees
- ☐ Rural populations
- ☐ Senior citizens
- ☐ Statewide public
- ☐ Urban populations
- ☐ Young adults and teens

**J. PROJECT OBJECTIVES and BUDGET: SEE EXCEL FILE at [www.michigan.gov/lsta](http://www.michigan.gov/lsta)**

**K. SUMMARY BUDGET: SEE EXCEL FILE at [www.michigan.gov/lsta](http://www.michigan.gov/lsta)**

**L. CIPA Internet Safety Certification for Applicant**

**PUBLIC LIBRARIES**

**Program Year 2009 Funds**

As the duly authorized representative of the applicant library, I hereby certify that:  
(*check only **one** of the following boxes*):

- ☐ A. The applicant public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- ☐ B. The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant Library/Program

**L. CIPA Internet Safety Certification for Applicant** (continued)

**PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES**  
**Program Year 2009 Funds**

As the duly authorized representative of the applicant library, I hereby certify that:  
(*check only **one** of the following boxes*):

☐ A. The applicant public elementary or secondary school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

☐ B. The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant Library/Program

**L. CIPA Internet Safety Certification for Applicant** (continued)

**CONSORTIA OR OTHER GROUP APPLICANTS**

**Program Year 2009 Funds**

As the duly authorized representative of the applicant consortium or group, I hereby certify that:  
(check only **one** of the following boxes):

☐ A. Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public elementary school or secondary school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public elementary or secondary school library in accordance with requirements of the Library Services and Technology Act

☐ B. The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant consortium or group because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant Library/Program

## Library of Michigan Modeling the Future LSTA Grant Application

### M. Board Resolution Statement of Assurances

This Statement of Assurances is entered into \_\_\_\_\_ [Date], by the \_\_\_\_\_ [Applicant Name], on behalf of the Library of Michigan (LM). The \_\_\_\_\_ [Applicant Name] agrees to comply with the statutes, rules, regulations, and executive orders provided below to be eligible for receipt of federal assistance pursuant to the Library Services and Technology Act (LSTA), 20 U.S.C. § 9121 *et seq.*, contract/grants program administered by LM.

*\* Note: Some of the statutes listed below may not be applicable to your project or program. If you have questions, please contact the awarding agency. If additional assurances are required by the federal awarding agencies notification shall be provided.*

The duly authorized representative \_\_\_\_\_ [Representative Name], of the applicant named above, certifies that the \_\_\_\_\_ [Applicant Name]:

1. Has the authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application; and
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives; and
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain; and
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency; and
5. Will comply with the Intergovernmental Personnel Act of 1970, 42 U.S.C. §§ 4728-4763 relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration, 5 C.F.R. 900, Subpart F; and
6. Will comply with all federal statutes relating to nondiscrimination. Including but not limited to: (a) Title VI of the Civil Rights Act of 1964, 42 USC § 2000d *et seq.*, which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, and 1685-1686, which prohibits discrimination on the basis of sex; (c) § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, which prohibits discrimination on the basis of disabilities; (d) the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107, which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, P.L. 92-255, as amended, relating to nondiscrimination on the basis of drug abuse, (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912, 42 U.S.C. §§ 290 dd-3 and 290 ee-3, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968, 42 U.S.C. § 3601 *et seq.*, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application; and

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7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases; and
8. Will comply, as applicable, with the provisions of the Hatch Act, 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds; and
9. Will comply, as applicable, with the provisions of the Davis- Bacon Act, 40 U.S.C. §§ 276a to 276a-7, the Copeland Act, 40 U.S.C. § 276c and 18 U.S.C. § 874, and the Contract Work Hours and Safety Standards Act, 40 U.S.C. §§ 327-333, regarding labor standards for federally assisted construction sub-agreements; and
10. Will comply, as applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. §§ 4001 – 4129, which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more; and
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. §§ 4321 – 4347, and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. § 1451 *et seq.*; (f ) conformity of Federal actions to State (Clean Air) Implementation Plans under § 176(c) of the Clean Air Act of 1955, 42 U.S.C. § 7401 *et seq.*; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, 42 U.S.C. § 300f *et seq.*; and (h) protection of endangered species under the Endangered Species Act of 1973, 16 USC §§ 1531-1544; and
12. Will comply with the Wild and Scenic Rivers Act of 1968, 16 U.S.C. §§ 1271 *et seq.*, related to protecting components or potential components of the national wild and scenic rivers system; and
13. Will assist the awarding agency in assuring compliance with § 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 , 16 U.S.C. § 469a-1 *et seq.*; and
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance; and
15. Will comply with the Laboratory Animal Welfare Act of 1966, 7 U.S.C. 2131 *et seq.*, pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance; and
16. Will comply with the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. § 4801 *et seq.*, which prohibits the use of lead based paint in construction or rehabilitation of residence structures; and
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, the Single Audit Act Amendments of 1996, and OMB Circular A-133; and
18. As required by EO 12549, Debarment and Suspension, and other responsibility matters, implemented at 45 C.F.R. Part 1185 the applicant certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals: (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; or in connection with a violation of Federal or State antitrust statutes or commission of embezzlement,

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theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) have within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application; and

19. As required by the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701 – 707, implemented under 45 CFR Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by: (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition; (b) establishing an ongoing drug-free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction; (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant; (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted; (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, 29 U.S.C. § 701 *et seq.*; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency; (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f); and
20. As required by 31 U.S.C. § 1352, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies that to the best of his or her knowledge and belief that: (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement; (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Request Lobbying Activities," in accordance with its instructions; (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants, loans and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly; and
21. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt; and
22. As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented under 45 CFR Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the



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following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000 *et seq.*, which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving federal financial assistance; (b) § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701 *et seq.*, which prohibits discrimination on the basis of disability in federally assisted programs; (c) Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-83, 1685-86, which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; (d) The Age Discrimination in Employment Act of 1975, 42 U.S.C. § 6101 *et seq.*, which prohibits discrimination on the basis of age in federally-assisted programs; and

23. Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program, including all regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Institute of Museum and Library Services, and will ensure that LSTA funds will be used to supplement and not supplant local funds expended for library service purposes; and
24. Declares that all information presented in this LSTA grant application is truthful to the best of the knowledge and belief of the undersigned. Proposals of applicants who knowingly present untruthful information will be rendered ineligible for funding.

The Applicant agrees that compliance with this Statement of Assurance constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Applicant, its successors, transferees, and assignees for the period during which such assistance is provided.

The Applicant understands that expenses for the approved project that are not covered by the LSTA award will be the responsibility of the Applicant Agency. If one person holds more than one of the positions below, they must sign for each position. **All *four* signatures must be present and be original signatures- signature stamps and copies of signatures will NOT be accepted.**

_____ Board Chairperson Name [Type]	_____ Signature	_____ Date
_____ Authorized Official Name [Type]	_____ Signature	_____ Date
_____ Grant Administrator Name [Type]	_____ Signature	_____ Date
_____ Fiscal Agent Name [Type]	_____ Signature	_____ Date